

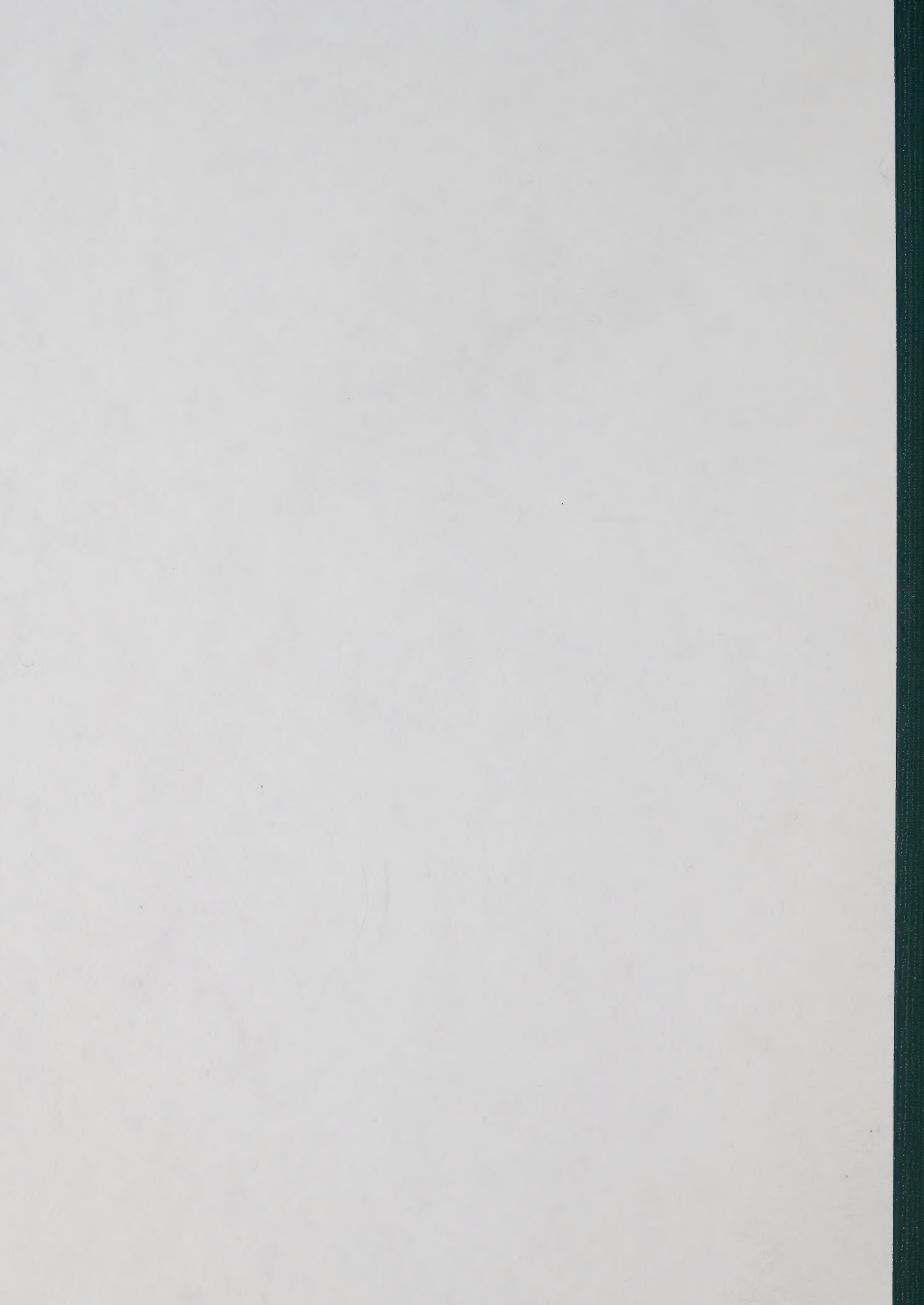
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Canada Employment and Immigration  
Advisory Council  
Elements of a policy on  
part-time employment





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CANADA  
EMPLOYMENT AND IMMIGRATION  
ADVISORY COUNCIL

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REPORT  
TO THE MINISTER  
OF  
EMPLOYMENT AND IMMIGRATION

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ELEMENTS OF A POLICY  
ON PART-TIME EMPLOYMENT

\* \* \* \* \*

13 MARCH 1981



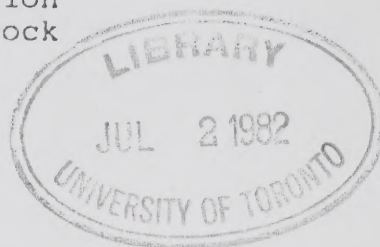
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16 March 1981

THE HONOURABLE LLOYD AXWORTHY, P.C., M.P.  
Minister of Employment and Immigration  
House of Commons, Room 135, East Block  
Ottawa, Ontario  
K1A 0A6



Dear Mr. Minister:

In accordance with the provisions of Section 21 of the Canada Employment and Immigration Advisory Council Act, I have the honour to submit herewith the Council's Report with regard to "Elements of a Policy on Part-time Employment".

In its examination of this issue, the Council has undertaken a vast consultation across the nation soliciting the knowledge and views of private sector organizations and governments about the development of part-time work in Canada.

Consequently the Report, after a short introduction to the issue, discusses the findings of the consultation process before outlining the Council's consensus.

Respectfully yours

A handwritten signature in dark ink, appearing to read "I. C. Pollack".

I. C. Pollack  
Chairman



CANADA  
EMPLOYMENT AND IMMIGRATION  
ADVISORY COUNCIL

\* \* \* \* \*

REPORT  
TO THE MINISTER  
OF  
EMPLOYMENT AND IMMIGRATION

\* \* \* \* \*

ELEMENTS OF A POLICY  
ON PART-TIME EMPLOYMENT

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13 MARCH 1981





## 1. INTRODUCTION

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## 1. INTRODUCTION

Over the last decade, there has been a considerable increase in the number of part-time jobs, i.e. jobs for which the work schedule is other than full-time, year round employment and is accepted as such by the employees concerned. While numbers may vary with the definition used,<sup>(1)</sup> it has been estimated that a third of the 324,000 new jobs created in 1978 were part-time jobs.<sup>(2)</sup> Currently, about 13% of all jobs in the economy are part-time, compared with only 2.8% in 1953, the first year for which figures are available. Over the years, the rate of increase of part-time job creation has been higher than the corresponding rate for full-time jobs. If the trend to part-time work is projected, it reaches 50% of all jobs by the turn of the century.<sup>(2)</sup> Nearly all part-time jobs are in trades and services, where most of the employment growth occurs.

Many people want to work less than full-time because of family or health circumstances while many others want to do so for devoting more time to other activities. In the future the number of such people is expected to grow significantly as a result of such factors as the aging of the population and the overall increasing participation rate.

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(1) See Appendix I, Section 1.

(2) Executive, August 1979



Part-time employment, however, is far from being developed to its potential within a number of sectors where it would be indeed feasible to develop it. As a result, many people who would like to work less than full time find it difficult to do so.

Part-time employment does not enjoy the same kind of social recognition, be it in terms of access to fringe benefits or status, as does full-time employment. In particular, it is frequently assumed to be a supplemental source of income which does not warrant the provision of pension coverage, let alone portability.

On the other hand, with the ever increasing proportion of part-time jobs in total job creation, people who desire and need full-time jobs - or at least full-time earnings - may not be able to find them. Technological developments, like the chip revolution, might lead to the transformation of many jobs that are currently full-time into part-time ones.

This is the context in which, early in 1980, the Canada Employment and Immigration Advisory Council decided to address the issue of part-time employment.

## 2. OUTCOME OF CONSULTATION PROCESS

In the course of its examination of this issue, the Council invited some 139 organizations to express their views, including 43 employer organizations, 35 worker organizations, and 25 government departments or agencies.

There were 34 briefs received in total, of which 10 came from private employers, 8 from provincial ministries, 5 from public employers, 3 from special and advocacy groups, 7 from unions and 1 from two individuals whose voluntary contribution was substantial.

The detailed findings of the consultation process on part-time employment are presented in Appendix I to this Report. The following seven sub-sections summarize the main points.

## 2.1 Overall response

None of the briefs received indicated categorical opposition to Part-time Employment expansion. Yet, many reservations and concerns were expressed with respect to part-time employment expansion, be it from the standpoint of employers, employees or advocacy groups. These reservations and concerns are well summed up in the briefs submitted by the Canadian Labour Congress, the Canadian Manufacturers' Association, and the Advisory Council on the Status of Women.

For the Canadian Labour Congress, "the only way in which to (...) properly assess the role of part-time employment is to accept full employment as the central goal of an overall industrial strategy". "Part-time employment is no substitute for full-time employment where the latter is desired". However, "there is no argument about the fact that many people seek part-time employment as their first choice for various reasons". And "it is important to recognize (....) that part-time workers are for the most part second-class citizens in the work force".<sup>(1)</sup>

For the Canadian Manufacturers' Association, "Part-time employment cannot be forced. Both the employer and the employee (and his representative, if any) must want a part-time relationship if it is to work". "Governments should avoid taking a collectivist approach to the subject".<sup>(2)</sup>

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(1) CLC, Brief dated February 1981, pp. 3 and 6.

(2) CMA brief, page 6



For the Advisory Council on the Status of Women,

"The expansion of permanent part-time opportunities should only be part of a larger strategy to allow workers life-long flexibility in determining the distribution of their time between gainful and non-gainful pursuits. (....) Canadian workers should be able to alternate periods of employment, either full-time or part-time, with periods of non-gainful activity, be it for self-development, family responsibilities, or community involvement; and they should be able to do so without undue penalty".<sup>(1)</sup>

## 2.2 Dimensions of the part-time labour market

There are many shortcomings in the information available on Part-time Employment in Canada. In particular there is a lack of data with respect to the distribution of part-time employees between "casuals", "seasonals", "regulars", "permanents", etc.

It remains established that the part-time labour market represents a very significant proportion of the total labour market, with 1,301,000 individuals counted in as of 1979. Women constitute 72% of all part-time employees. Some 45% of the part-time labour market are persons age 15-24.

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(1) ACSW brief. page 27

Part-time jobs are mainly to be found in clerical, sales and service occupations. Most men who happen to work part-time do so for educational purposes whereas this is not the case for women. A majority of part-time employees may be found in agriculture, the construction industry, the health care industry, the food processing and service industries and, of course, the retail sector which is the largest employer of part-time employees.

### 2.3 Target population

Part-time employment may be sought by a number of people belonging to one or more of the following categories, i.e. people:

- who need to work to pay for education;
- who need a transition from the world of the classroom to the world of work;
- who need a transition from home to the labour market;
- who need to maintain a source of income while on training or retraining;
- who are unable to work on a full-time basis because of personal handicaps;
- who are unable to work on a full-time basis because of special personal responsibilities;
- who would like to wind down gradually their working life;

- who would like to remain partly active after retirement;
- who would like to have more leisure time; or
- who would like to have more flexibility in their working lives.

#### 2.4 Target Activities

Employers resort to part-time workers for one or more of the following reasons:

- peak load staffing;
- evening and week-end staffing;
- obtaining or keeping specialized skills;
- providing for replacements;
- providing relief for full-time employees;
- reducing administrative expenses;
- meeting employees' desires; and
- staffing for seasonal activities.

#### 2.5 Benefits and Pay

Labour standards are very different from province to province and do not always apply in the same way to part-time employees as to full-time employees as witnessed by the comparative tables compiled for the Council by



Labour Canada. Generally part-time employees benefit from the same protection as full-time employees; a number of exceptions exists, however, mainly with respect to hours of work, overtime pay, annual leave and paid holidays. Moreover, part-time employees who are not represented by a bargaining agent benefit from the terms and conditions of employment established under the legislation to the extent that they are not specifically excluded from all or part of this legislation.

Many part-time employees are reported to be excluded from access to fringe benefits, in particular private pension plan coverage, even on a prorated basis. However, part-time employees do not belong to, nor can they be treated as a single category of workers. The extent to which they might prefer direct monetary compensation in lieu of fringe benefits may vary with their situation.

The question remains whether or not all employees should be required to participate in certain fringe benefit plans such as private pension plans to avoid their becoming dependent upon society at some stage.

## 2.6 Potential for expansion

The potential for expansion of part-time employment opportunities is reported to be good in the food processing industry, the manufacturing sector, banking, life insurance, the retail industries and health services.

Depending upon the sector, however, employees have mixed feelings about this potential. The CLC stresses that "part-time workers are for the most part second-class citizens in the work force" and that many people work part-time not by choice, but "because they cannot find full-time jobs or, when such jobs are available, because they encounter other obstacles (e.g. lack of day care and inadequate public transportation)". For the Canadian Teachers' Federation, the majority of part-time teachers are women, many of whom "succumb to pressure to see themselves as 'secondary' wage earners". In British Columbia, both the Registered Nurses' Association and the Health Association have indicated a need for more flexibility in employment in the nursing profession.

## 2.7 Obstacles to expansion

For employers, obstacles revolve around matters of cost, scheduling requirements, shortages of part-time skills, labour legislation provisions, and collective agreements. For employees, obstacles revolve around matters of equity in relation to full-time employees, flexibility and security of employment. For advocacy groups, obstacles revolve around matters of equity, inadequacy of family services (e.g. part-time day care), and inadequacy of income maintenance policies, in particular the low ceilings on allowable earnings resulting in disincentives to work.

3. CONSENSUS ON ELEMENTS OF A POLICY ON PART-TIME EMPLOYMENT

Part-time employment is a fact of life in the Canadian labour market. Yet at present there appears to be no comprehensive policy on part-time employment be it within governments or in the private sector. It is the opinion of the Council that a policy on part-time employment should be developed. In view of the information gathered and the concerns expressed on all sides, it is the consensus of the Council that:

1. *the following principles should guide the development of a policy on part-time employment:*

- a) in the development of an employment policy for Canada, one element should be part-time employment;*
- b) part-time employment should not be expanded at the expense of full-time employment;*
- c) part-time employment expansion should be part of an overall strategy with respect to flexibility of working life;*
- d) governments should not interfere with employers' and employees' joint efforts to innovate;*
- e) an equitable relationship should prevail between pay and benefits of part-time employees and that of full-time employees;*



- f) *labour standards at all jurisdictional levels, as they relate to part-time employment, should be improved and harmonized;*
- g) *with respect to the development of part-time employment opportunities, there is a role not only for the federal government, but also for other governments as well as for employers and their organizations and employees and their organizations.*

Enforcement of these principles would call for a number of specific measures cutting across many existing programs. These measures relate in particular to the promotion of part-time employment, to labour standards and collective bargaining, and to governments policies and programs. They would have to be initiated by governments, employers and employees, individually or severally.

It is the consensus of the Council that:

2. *the following measures should be taken by governments, employers and employees:*

- a) *encourage the option of part-time employment throughout the whole spectrum of skills and occupations, particularly in areas of skill shortages;*
- b) *promote the adoption of fair and reasonable standards of employment for part-time employees;*
- c) *promote job situation equity between full-time employment and part-time employment, in terms of total compensation;*

- d) *encourage the use of the skills knowledge of retiring people to act as part-time technical consultants to institutions involved in trades training or preparation for training;*
- e) *promote experimentation with job restructuring;*
- f) *improve specialized counselling and placement services.*

3. *the following measures should be taken by labour and management institutions:*

- a) *establish each year employment objectives both full and part-time;*
- b) *encourage greater flexibility in job structure, job setting and job scheduling;*
- c) *integrate part-time employment with full-time employment within the same collective bargaining process;*
- d) *review collective agreements in the light of the seven guiding principles enunciated above;*

4. *the following measures should be taken by governments:*

- a) *establish each year employment objectives both full and part-time;*
- b) *improve data collection to increase information on the part-time labour market;*

- c) *act as model employers of part-time employees;*
- d) *establish or improve, as the case may be, job-oriented part-time training programs to allow persons greater flexibility and/or opportunities in job choice;*
- e) *expand day care services to allow provision of part-time day care for children and others;*
- f) *remove disincentives to work part-time from income maintenance programs;*
- g) *study the advisability of providing optional or compulsory prorata coverage under private and public pension plans to part-time employees;*
- h) *improve federal labour standards with respect to part-time employees and initiate a federal-provincial process to harmonize labour standards at all jurisdictional levels;*
- i) *initiate a federal-provincial process with a view to achieving the principle of equity between full-time employment and part-time employment in terms of total compensation.*

In submitting this report on part-time employment, the Council concluded that the advice being given had to be considered as a first effort in view of the fact that the information available and utilized was far from complete. This explains also why the Council could not be more specific in certain of the suggestions put forward. The Council intends to monitor developments in this area and continue its review of part-time employment so as to submit further advice to the Minister.









A P P E N D I X   I   T O   D I S C U S S I O N   P A P E R

O N

P A R T - T I M E   E M P L O Y M E N T

I N F O R M A T I O N   F R O M   B R I E F S   R E C E I V E D

A N D   F R O M   O T H E R   S O U R C E S

CEIAC  
26 February 1981





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## 1. DEFINITION OF PART-TIME EMPLOYMENT

For the purpose of the project, the following definition of part-time employment was adopted by the CEIAC:

"Work schedule other than regular full-time, year-round employment offered by an employer and accepted by an employee".

This definition does not include regular full-time, year-round employees whose work schedules are reduced because of unfavourable economic or business circumstances or climatic conditions.

For Statistics Canada, a part-time worker is a person who is employed in the reference week of the Labour Force Survey and who usually works less than thirty hours per week. But for statistical purposes, persons with "no usual hours" of work, in the sense that their hours vary from one week to the next, are classified using the average number of hours worked per week over the past three weeks as a proxy for usual hours. Moreover, persons who consider themselves to be employed full-time, although they usually work less than thirty hours per week (e.g. airline staff, transport drivers, teachers and entertainers) are classified as full-time workers.

For the International Labour Office, part-time employment is defined as "Regular, voluntary work carried out during working hours distinctly shorter than normal". "Voluntary" means that the part-time arrangement is voluntary from the point of view of the worker and not imposed by unfavourable economic conditions. "Regular" implies a regular, ongoing employer-employee relationship but the definition does not say whether the working hours are on a part-day, part-week, part-month or part-year basis.

For one group of Employers, the CEIAC's definition of part-time employment is too broad. A distinction should be made between regular part-time, contingent part-time and seasonal part-time employment, with possible overlap between the last two.

For the Treasury Board Secretariat of Canada, a part-time government employee is an employee with a continuing attachment to the work force who is appointed for a term of more than 6 months and who is ordinarily required to work less than the normally scheduled daily or weekly hours of work established for persons doing similar work, but more than one third of these hours.

## 2. DIMENSIONS

### A. SOME QUICK STATISTICS CANADA STATISTICS

Various breakdowns of part-time and full-time employment were tabulated from 1979 data by Statistics Canada for the CEIAC.

#### ● PART-TIME EMPLOYMENT AND TOTAL EMPLOYMENT

TYPE OF EMPLOYMENT	PEOPLE	PERCENTAGES
PART-TIME	1,301,000	12.5%
FULL-TIME	9,068,000	87.5%
TOTAL	10,369,000	100.0%

#### ● EMPLOYMENT BY TYPE AND BY PROVINCE - ABSOLUTE FIGURES

AREA	PART-TIME EMPLOYMENT	FULL-TIME EMPLOYMENT	TOTAL EMPLOYMENT
TOTAL CANADA	1,301,000	9,068,000	10,369,000
ALBERTA	123,000	853,000	976,000
BRITISH COLUMBIA	163,000	966,000	1,129,000
ONTARIO	553,000	3,456,000	4,009,000
QUEBEC	253,000	2,349,000	2,602,000
ALL OTHER AREAS	209,000	1,444,000	1,653,000



● EMPLOYMENT BY TYPE AND BY PROVINCE -  
HORIZONTAL PERCENTAGE DISTRIBUTIONS

AREA	PART-TIME EMPLOYMENT	FULL-TIME EMPLOYMENT	TOTAL EMPLOYMENT
TOTAL CANADA	12.5%	87.5%	100%
ALBERTA	12.6%	87.4%	100%
BRITISH COLUMBIA	14.4%	85.6%	100%
ONTARIO	13.8%	86.2%	100%
QUEBEC	9.7%	90.3%	100%
ALL OTHER AREAS	12.6%	87.4%	100%

● EMPLOYMENT BY TYPE AND BY PROVINCE -  
VERTICAL PERCENTAGE DISTRIBUTIONS

AREA	PART-TIME EMPLOYMENT	FULL-TIME EMPLOYMENT	TOTAL EMPLOYMENT
TOTAL CANADA	100%	100%	100%
ALBERTA	9.5%	9.4%	9.4%
BRITISH COLUMBIA	12.5%	10.7%	10.9%
ONTARIO	42.5%	38.1%	38.7%
QUEBEC	19.4%	25.9%	25.1%
ALL OTHER AREAS	16.1%	15.9%	15.9%

● EMPLOYMENT AND SEX

EMPLOYMENT	PEOPLE	WOMEN'S SHARE
PART-TIME	1,301,000	71.9%
FULL-TIME	9,068,000	34.0%
TOTAL	10,369,000	38.8%

● EMPLOYMENT AND AGE - ABSOLUTE FIGURES

AGE GROUPS	PART-TIME EMPLOYMENT	FULL-TIME EMPLOYMENT	TOTAL EMPLOYMENT
TOTAL ALL GROUPS	1,301,000	9,068,000	10,369,000
15-24	587,000	2,044,000	2,631,000
25-44	403,000	4,420,000	4,823,000
45-54	152,000	1,526,000	1,678,000
55-64	105,000	949,000	1,054,000
65 plus	54,000	129,000	183,000

● EMPLOYMENT AND AGE - HORIZONTAL  
PERCENTAGE DISTRIBUTIONS

AGE GROUPS	PART-TIME EMPLOYMENT	FULL-TIME EMPLOYMENT	TOTAL EMPLOYMENT
TOTAL ALL GROUPS	12.5%	87.5%	100%
15-24	22.3%	77.7%	100%
25-44	8.4%	91.6%	100%
45-54	9.1%	90.9%	100%
55-64	10.0%	90.0%	100%
65 plus	29.5%	70.5%	100%

● EMPLOYMENT AND AGE - VERTICAL PERCENTAGE  
DISTRIBUTIONS

AGE GROUPS	PART-TIME EMPLOYMENT	FULL-TIME EMPLOYMENT	TOTAL EMPLOYMENT
TOTAL ALL GROUPS	100%	100%	100%
15-24	45.1%	22.6%	25.4%
25-44	31.0%	48.7%	46.5%
45-54	11.7%	16.8%	16.2%
55-64	8.1%	10.5%	10.2%
65 plus	4.1%	1.4%	1.7%

● EMPLOYMENT AND OCCUPATION - ABSOLUTE FIGURES

OCCUPA- TIONS	PART-TIME EMPLOYMENT	FULL-TIME EMPLOYMENT	TOTAL EMPLOYMENT
ALL OCCU- PATIONS	1,301,000	9,068,000	10,369,000
MANAGERIAL AND PROFES- SIONAL	216,000	2,156,000	2,372,000
CLERICAL	290,000	1,482,000	1,772,000
SALES	221,000	864,000	1,085,000
SERVICES	362,000	974,000	1,336,000

● EMPLOYMENT AND OCCUPATION - HORIZONTAL PERCENTAGE  
DISTRIBUTIONS

OCCUPA- TIONS	PART-TIME EMPLOYMENT	FULL-TIME EMPLOYMENT	TOTAL EMPLOYMENT
ALL OCCU- PATIONS	12.5%	87.5%	100%
MANAGERIAL AND PROFES- SIONAL	9.1%	90.9%	100%
CLERICAL	16.4%	83.6%	100%
SALES	20.4%	79.6%	100%
SERVICES	27.1%	72.9%	100%



● EMPLOYMENT AND OCCUPATION - VERTICAL  
PERCENTAGE DISTRIBUTIONS

OCCUPA- TIONS	PART-TIME EMPLOYMENT	FULL-TIME EMPLOYMENT	TOTAL EMPLOYMENT
ALL OCCU- PATIONS	100%	100%	100%
MANAGERIAL AND PROFES- SIONAL	16.6%	23.8%	22.9%
CLERICAL	22.3%	16.3%	17.1%
SALES	17.0%	9.5%	10.5%
SERVICES	27.8%	10.7%	12.9%

● MAIN REASONS FOR WORKING PART-TIME

REASONS FOR WORKING PART-TIME	MEN	WOMEN
TOTAL ALL REASONS	365,000	935,000
GOING TO SCHOOL	56.8%	20.6%
DID NOT WANT TO WORK FULL-TIME	16.7%	43.2%
PERSONAL OR FAMILY RES- PONSIBILITY	.6%	15.7%

The data provided above underscores a number of characteristics of the part-time labour market in Canada:

- \* The overall share of the part-time labour market represents 12.5% of total employment.
- \* Greatest concentration of part-timers in Ontario.
- \* Concentration of women.
- \* Concentration of persons age 15-24.
- \* Concentration of part-timers in clerical, sales and services occupations.
- \* Most men work part-time for going to school; most women because they do not want (or may not ?) to work full-time. (It is to be noted that Statistics Canada categories are not mutually exclusive).

### 3. Additional information from the briefs

A lot of data was provided in the briefs received. The data selected for presentation in this section was classified under three headings: general characteristics, characteristics by occupational sector, and characteristics by province.

#### \* General characteristics of Part-time Employment

- For Canada in general, part-time employment tends to be concentrated in the agricultural, retail trade and community and personal service industries and in clerical, sales and services occupations.

- A growing proportion of Canada's work force is employed on a part-time basis. Whereas an average of about 1.0 million workers were employed on a part-time basis in 1975, this number had grown to slightly more than 1.3 million by 1979.

- Part-timers are likely to be older and married women and younger and single men. About ninety-eight percent of part-timers hold one job only and a majority of them have been in their jobs for over one year.

- In 1980, about 24 percent of females in the labour force were employed part-time and approximately 63% of women in part-time employment were married and between the ages of 25 and 44 years of age.

\* Characteristics by occupational sector

- In 1976, there were 338,552 producers in agriculture according to Statistics Canada. About 30% of such producers were either Hobby producers (13%) or Farm-Oriented Part-time producers (17%).

- The Canadian Food Processing Industry provides about 17,500 summer job opportunities for students and housewives in 232 processing establishments across Canada. It has a large impact on part-time employment in sectors such as packaging, transportation, warehousing, promotion and agriculture. About 40% of all membership of the United Food and Commercial Workers International Union in Canada are working part-time.(1) The membership comprises retail workers, food processing workers (meat cutting and slaughter house operations), industrial workers, office workers, health care workers and employees in warehousing facilities.

- Manufacturing industries do not employ large numbers of part-time workers.

- In the Construction industry, whether in Ontario or any province in Canada, part-time work is very prevalent. It accounts for about 25% of all work performed.

- One in eight in the labour force is employed in the retail sector. This represents more than 1.3 million people, who among them, earn a total of more than

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(1) CF. Brief from United Food and Commercial Workers International Union, AFL-CIO and CLC, page 2.

\$12.8 million (1980). Unfortunately, good data on the split of employees between full and part-timers is not available. Typically, however, a retail employer may employ roughly equivalent numbers of full-time and part-time employees though the number of hours worked by the former is substantially larger.

- About 5.6% of all teachers in Canada were considered part-time teachers in 1978-79, up from 2.4% in 1972-73. Most part-time teachers are women.

- In the health care industry which operates around the clock, seven days a week, something less than full-time employment is often the only way for health agencies to maintain adequate service at night and during peak holiday periods. In British Columbia, about 12% of nearly 15,000 nurses work part-time and another 34% are employed on a casual basis (1980).

- About 5% of the total employment requirements of chartered banks is covered through part-time employment. This, however, is not indicative of the total number of part-time employees in chartered banks.

- On the basis of data collected through a survey conducted by the Life Insurance Institute of Canada, about 6.1% of all employees in the insurance sector may be working on a part-time basis.

- The Canadian Food Service Industry employs about 500,000 people in Canada or about 4.5% of the total labour force. The overall figure may however be as high as 750,000 because Statistics Canada does not survey businesses with 20 or less employees. Part-time employees are estimated at 250,000 in that industry which is a major employer of women, young adults and teenagers. There are about 50,000 food service establishments in Canada but this includes thousands of very small seasonal businesses. The growth of Canada's food service industry has consistently outpaced the gross national product.



- About 4.5% of the public service population for whom the Treasury Board of Canada is the employer are part-timers. More than 70% of those part-timers, however, work in the Post office department, the next largest user department being Revenue Canada Taxation.

\* Characteristics by province

- Part-time employment would appear to be more a matter of choice or convenience in Alberta than in the rest of Canada. In 1979, out of 976,000 employed, about 123,000 or 12.6% were part-time job holders. Over the past five years, the proportion of all those employed working part-time has remained relatively stable, between 12.6% and 13.4%.

- In 1979, the work force in British Columbia was approximately 1,129,000. About 14.4% were part-timers.

- In 1979, a monthly average of 65,000 workers were employed part-time in Manitoba, representing 14.3% of total employment. Part-time employment increased very rapidly between 1975-79, accounting for about 31% of total provincial employment growth.

- In New Brunswick, part-time employment share in total employment has increased from 11.5% in 1975 to 15.3% in 1980.

- In 1979, just over 4 million people were employed in Ontario, 40.4% of whom were women. About 13.8% of these workers were employed on part-time jobs. Between 1975 and 1979, growth in part-time employment has been more rapid than growth in full-time employment. During the same period, the majority of new part-time jobs - about 80% - were filled by women.

- About 6,000 persons are employed part-time in Prince Edward Island, representing 12.7% of the employed labour force in that province.



● Part-time employment in Quebec is growing very rapidly. Between 1975 and 1979, about 179,000 new jobs were created, of which 80,000 or 44.7% were part-time jobs.

### C - Comments on data available

● On the basis of statistics provided in the briefs received, it is rather difficult to figure out the precise overall distribution of part-time employees among casual, contingent, seasonal, contract and permanent workers. It is safe to assume however that most of them do not belong to the so-called permanent category. It is also to be noted that such distributions are not available from Statistics Canada. As to the data on part-time workers from the Labour Force Survey, it would be more useful if the "reasons for working part-time" were mutually exclusive. For instance, the category "did not want to work full-time" is insufficiently explanatory for women respondents and may elicit similar responses to "personal or family responsibilities".

● A conceptual problem arises from the changing employment status of people over time (e.g moving to and from employed part-time, employed full-time, unemployed, not in labour force.)

### 3. TARGET POPULATION

Part-time employment may be sought by people belonging to one or more of the following categories:

- \* People who need to work to pay for education.
- \* People who need a transition from the world of the classroom to the world of work.
- \* People who need a transition from home to the labour market.
- \* People who need to maintain a source of income while on training or retraining.
- \* People who are unable to work on a full-time basis because of personal handicaps.
- \* People who are unable to work on a full-time basis because of special personal responsibilities.
- \* People who would like to wind down gradually their working life before retirement.
- \* People who would like to remain partly active after retirement.

- \* People who would like to have more leisure time.
- \* People who would like to have more flexibility in their working lives.

#### 4. TARGET ACTIVITIES

Employers resort to part-time workers for one or more of the following reasons:

- \* Peak load staffing.
- \* Evening and week-end staffing.
- \* Obtaining or keeping specialized skills.
- \* Providing for replacements.
- \* Providing relief for full-time employees.
- \* Reducing administrative expenses.
- \* Staffing for seasonal activities.
- \* Meeting employee's desire.

#### 5. BENEFITS AND PAY

In this section, the data will be presented under two headings: labour standards and information from the briefs.

##### \* Labour Standards

Comparative tables showing Federal and Provincial Labour Standards as applicable to part-time employment were produced for the CEIAC by Labour Canada (Legislative Analysis, Central Analytical Services) and are provided in Appendix II. In addition comments were made on those tables which are reported next page:

"In reviewing labour standards legislation with regard to part-time employment, a number of general comments may be made from the analysis of this legislation:

- employment standards legislation applies to all employers and employees within a jurisdiction except where there is provision to the contrary;
- certain categories of workers such as domestic employees, agricultural workers and professionals are very often excluded from this legislation (a trend seems to be slowly developing to include domestics and farm workers however);
- employees represented by a bargaining agent normally have terms and conditions of employment that are above the minimum provided by this legislation; in a collective bargaining situation, employees do not rely on the redress system that exists under labour standards legislation;
- part-time employees who are not represented by a bargaining agent benefit from the terms and conditions of employment established under the legislation to the extent that they are not specifically excluded from all or part of this legislation;
- each statute and regulation must be looked at individually in order to determine its coverage and extent;
- generally speaking part-time employees benefit from the same protection as full-time employees; a number of exceptions exists however, mainly with respect to hours of work and overtime pay, annual leave and paid holidays."

\* Information from briefs received.

- General

● Many part-timers are excluded from coverage under the Canada Pension Plan or under the Unemployment Insurance Program. Frequently, they do not have access to fringe benefits available to other regular full-time employees, even on a prorated basis.

- It should be borne in mind, however, that part-time employees cannot be treated as a single category of workers. The extent to which they might prefer direct wages and compensation in lieu of fringe benefits will vary with their situation. For example, students working part-time throughout the year or during the summer to supplement their educational expenses, will likely value direct wages over long-term job security or fringe benefits.

- Information by sector

- In the Canadian Food Processing Industry, compensation, conditions of employment and access to benefits meet all federal and provincial requirements. They are generally paid considerably more than the minimum wage.

- In perhaps 95% of the United Food and commercial workers collective agreements, part-time employees are covered; in the retail segment of their membership, they are covered under probably the majority (55%). The statutes currently provide for a lesser rate of pay in most provinces for students who are usually part-time employees. This may work ultimately to the detriment of full-time employees.

- In the Canadian Restaurant and Food services, part-time employees are reported by employers to be desirous of obtaining maximum take-home pay for hours worked and to resist mandatory deductions from their pay because they do not expect to benefit from such deductions.\*

- In Manufacturing, most companies pay part-time workers the same rate for a given job as paid to full-time workers. There is, however, a wide variation in the benefit coverage provided to part-time employees. In some companies, part-time workers receive the same benefits as full-time workers. In other companies, part-time employees are eligible for only some of the benefits or for prorated benefits. In still other companies, they are not eligible for any benefits and their working conditions are determined by the provisions of labour standards.

- With regard to Teaching, part-time teachers employed in public elementary and secondary schools in

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\* CF. Brief from the Canadian Restaurant and Food services Association - pp. 5-6.



Canada are covered by their respective provincial collective agreements. However, clauses referring to the terms and conditions of work of part-time teachers are not always included, so that part-time teachers may not have proportionate release time, access to professional development activities, accumulation of seniority and pension credits, or other such benefits. There is an obvious move towards protecting the rights of part-time teachers through the collective bargaining process.

- In so far as Nursing in British Columbia is concerned, most part-time and casually employed B.C. nurses already enjoy significant contractual benefits. Through years of collective bargaining, B.C. hospital nurses working part-time are entitled to all benefits of the agreement on a proportionate basis with the exception of medical, extended health, and dental plan coverage, LTD group Life Insurance Premiums, which are paid on the same basis as for regular full-time employees, and to seniority which is defined as the length of the employees continuous employment (whether full-time or part-time!) from the date of commencement of employment. Hospital nurses employed on a casual basis also fare reasonably well. However, they have a less substantial vacation entitlement and are ineligible for medical, dental, long-term disability and superannuation plans. With respect to seniority, it is accumulated in hourly increments. Finally, their salary rates are generally lower than those for full-time and regular part-time hospital nurses.

- With respect to Nursing in Nova Scotia, employees who work in non-contract situations have no protection. In many instances, the smaller Homes for Special Care hire nurses in a regular, continual type of employment but pay them on a casual or daily basis and do not give them any benefits or job security other than those legislated.

- In Banking, all statutory benefits apply to both full-time and part-time employees. Regular part-time employees are paid within the same salary ranges as full-time employees. Employee benefits accorded part-time employees are dependent upon individual bank personnel policies and are determined by such factors as the number of hours worked per week, length of employment and initial waiting periods. It is not unusual for remuneration of part-time employees to be at the top of salary ranges, particularly in areas where shortages of experienced personnel exist.



- In Life Insurance, compensation of part-time employees in virtually all companies is on a prorated basis; working conditions are typically the same as those of full-time staff; companies have a wide variety of practices regarding employee benefits; often a minimum of 20/21 hours/week must be worked for certain benefits to be applicable.

- In the Retailing Industry, while it is difficult to generalize in respect to all issues of personnel policy, many major employers apply the same policies to both full and part-time staff, except that entitlement to certain conditions is on a pro-rata basis in relation to time, or may not be made available because of the intermittent nature of the work and the practical administrative difficulties which this causes. Many major employers pay part-time employees the hourly equivalent of the full-time rate and advance employees through the salary range based on time worked. In companies which are unionized, the union contract will normally speak to the rates applicable to full-time and part-time staff respectively. Differences in wage scales between part-time and full-time employees are not confined to the non-unionized sector. Contractual conditions of negotiated labour agreements often provide for lower wage scales for part-time staff. Students working in part-time positions may be paid a lower rate. Provincial legislation usually provides for lower minima for students. In most jurisdictions in Canada, provincial labour boards certify part-time workers as part of the bargaining unit along with full-time employees. The contractual benefits are reflective of the perspective of part-time employees and their particular interests. In some cases, they receive benefits on a proportionate basis. In others, they are not eligible for certain benefits such as group life insurance or pensions, generally because they are not willing to contribute out of their earnings for such coverage. While there exists variation in the extent of statutory benefits for part-time workers, generally they receive both vacation and public holiday pay, as specified in the legislation of the particular province. Within some sectors of the retail industry, (e.g. department stores) part-time employees generally receive benefits that are probably unique to the industry. (e.g. discount privileges; profit sharing).

- Under current federal legislation, government employees who work 15 hours/week or less are excluded from the operation of the Public Service Employment Act. They are subject to the Public Service Part-time Regulations which provide for simplified staffing, release and call-back provisions. As well, under the Public Service Superannuation Act, persons working an average of 30 hours per week or less are not contributors. Persons required to work one-third or less than normal scheduled hours of work of persons doing similar work are excluded from the definition of employee under the Public Service Staff Relations Act.

- Under the Ontario Public Service Act, employees who are employed under individual contracts or employees who work less than full-time have generally been appointed under "Unclassified Service". Unclassified staff are not covered under the Public Service Superannuation Act.

- Under the Civil Service Superannuation Act of Prince Edward Island, part-time employees are not eligible for benefits. They are however subject to termination with notice determined in relation to length of time worked.

## 6. POTENTIAL FOR EXPANSION

In this section, the potential for expansion as expressed in the briefs received from the standpoint of employers and employees will be shortly described.

### \* EMPLOYERS' PERCEPTIONS

- In the Canadian Food Processing Industry, the needs for part-time employment will expand.

- In the Manufacturing industries, most respondents feel that there is good potential for expanding part-time employment. As the work force ages, there will probably be more workers wishing part-time employment. Longer vacations, more paid holidays and longer leaves for other reasons will increase the potential for expansion. If unemployment continues at a high level, more individuals might become willing to accept part-time work.

- There is potential for expansion in the Banking industry. But expansion should not take place at the expense of full-time employment. It should be a normal product of the growth of and/or demands placed on the banking industry.

- There is good potential for expansion in Life Insurance Industry. The potential is high in the systems area: part-time workers could be used to supplement full-timers during off-hours to maximize the use of highly priced equipment. The potential is also good in printing, routine clerical work, peak and cyclical loads.

- In British Columbia, assuming no impediments, the general consensus of industries canvassed was that part-time employment will expand. The forecast economic growth will by itself increase the demand for part-time employees.

- In the Retail Industry, as new stores are opened, the opportunity is created to employ additional part-time staff. Information on new store development, however, is not available in advance.

- In the Public Service of Canada, part-time career employment is seen as an advisable and useful adjunct to more traditional full-time employment and of advantage to management and employees. However, since there is no explicit service-wide policy on part-time employment, there is a need to reiterate the government's resolve to encourage more use of part-time employment.

#### \* WORKERS' PERCEPTIONS

- While the CLC enters its reservations about the real attraction of part-time employment for all those who accept it, on the premise that part-time employment is no substitute for full-time employment where the latter is desired, there is no argument about the fact that many people seek part-time employment as their first choice for various reasons. However, it is important to recognize, first as a matter of simple justice and second, to remove a bias towards the unwarranted expansion of part-time work, that part-time workers are for the most part second-class citizens in the work force. Moreover, it is to be noted that many people do not work part-time by choice but because they cannot find full-time jobs or, when such jobs are available, because they encounter other obstacles (e.g. lack of day care, inadequate public transportation).

Since some 70 per cent of part-time workers are women, the CLC in 1976, approved a declaration on Equality of Opportunity and Treatment for Women Workers, which included as article 7(4): "Special measures shall be taken, as necessary and appropriate, to ensure equality of treatment for workers employed regularly on a part-time basis, the majority of whom are women, particularly with respect to pro rata fringe benefits".

- In the Teaching profession, the majority of part-time teachers are women, some of whom choose part-time employment freely and voluntarily, and many of whom succumb to pressure to see themselves as "secondary" wage earners and to free scarce teaching positions for younger males. A very small number of teachers desire part-time work or shared employment. The demand for part-time employees does not appear to come from employers at present. Discussion of part-time work was spurred by the decline in student enrolment.



● In the nursing profession, across Canada, health agencies face a critical shortage of nurses. This problem could be at least alleviated by making nursing employment more flexible.

● For some workers such as the United Food and commercial workers, employers tend to expand the part-time work force because they usually pay these people lesser benefits and rates.

## 7. OBSTACLES TO EXPANSION

Obstacles to expansion of part-time employment will be presented under three specific headings in this section: employers' perceptions, workers' perceptions and advocacy groups' perceptions.

### \* EMPLOYERS' PERCEPTIONS

1. Increase in overhead expenses.
2. Supervisory overload.
3. Management resistance.
4. Shortages of part-timers in certain areas.
5. Difficulty in locating part-timers with appropriate skills.
6. Legislated Labour Standards such as notice of termination.
7. Continuing rise in minimum wages.
8. Statutory coverage under CPP/QPP and UI.
9. Reduction from 20 to 15 hours for UI eligibility.
10. UI benefit level and duration.
11. Need for comprehensive benefit packages.
12. Need for more social services in community.
13. Collective agreements.
14. Full-time workers' desire for overtime.
15. Scheduling requirements.
16. Second-class status of part-time work.

### \* EMPLOYEES' PERCEPTIONS

1. Lack of full employment policy.
2. Threat to full-time employment.
3. Threat to union won benefits.
4. Part-timers are difficult to organize.
5. Employers' tendency to increase part-time employment at the expense of full-time employment.
6. Employers' tendency to use part-time employment to reduce bargaining strength of union.

7. Second-class status of part-time employment.
8. Low pay.
9. Lack of pro-rata fringe benefits.
10. Lack of legislative protection providing equal pay for work of equal value.
11. Lack of access to training.
12. Lack of access to promotion.
13. Lack of employment flexibility.
14. Lack of security.

\*     ADVOCACY GROUPS' PERCEPTIONS

1. Unequal status with full-time employment.
2. Lack of potential for advancement.
3. Lack of security.
4. Lack of prorated benefits.
5. Lack of and/or inadequacy of family services.
6. Lack of employers' experience in redesigning full-time into part-time jobs.
7. Difficulty to achieve collective agreements on part-time employment.
8. Inability of governments to move ahead in the face of conflicting interests.
9. Inadequacy of income maintenance policies.

8.     GOVERNMENT POLICIES

Information with respect to policies on part-time employment was provided by Canada, Alberta, Manitoba, New Brunswick, Ontario, Prince Edward Island, Quebec and the Yukon.

\*     Canada: there is no Canadian policy in force that promotes and facilitates the expansion of regular part-time employment in all sectors of the economy. There have been steps taken, however, by Canada Treasury Board and the Public Service Commission with a view to encouraging more use of part-time employment in the Public Service of Canada for persons with a continuing attachment to the labour force and to providing equitable treatment of part-timers versus full-timers.

\*     Alberta: although Alberta does not have specific policies relating to part-time employment, the encouragement of such employment would be quite in keeping with Alberta's stated policies in other areas. In its Manpower Policy Statement, the Government of Alberta has committed itself to provide worthwhile employment opportunities for all those Albertans who have the capacity to be employed. This would include those Albertans whose special employment-related



needs make full-time employment impossible. The Government of Alberta has stated its desire to assist in creation of an environment where transition from school to employment and from employment to retirement may be made smoothly and with a minimum of personal disruption and difficulty. Promotion of career development is a priority in Alberta. This could be achieved through part-time employment or job-sharing. Job-sharing in the Alberta Civil Service is being attempted on a trial basis. The Alberta Government also sponsors programs which support or provide temporary or part-time employment depending upon needs. Such programs are often designed to counteract temporary or seasonal periods of unemployment.

\* Manitoba: in this province, various programs serve to create and/or assist individuals in assessing part-time and part-year work: summer employment programs; placement services for temporary summer jobs; women's bureau counselling and other assistance for women entering or re-entering the work force; funding of day care, after school programs and related services; Career Resource Centre in Thompson and staff assistance for operating the Fort Garry Resource Centre. The Employment and Youth Services Branch recently completed feasibility studies for two new part-time employment programs for students.

\* New Brunswick: this province, as an employer, is altering its own policies to enable more flexible working arrangements. It is not considering any legislative changes but is open to suggestions for changes.

\* Ontario: the results of the Royal Commission on the Status of Pensions in Ontario may stimulate changes in the Public Service Superannuation Act that may affect the coverage for regular part-time employees in the Ontario Public Service. The Civil Service Commission established a Task Force on Unclassified Employees in 1979.

\* Prince Edward Island: the Government has not adopted any specific policies with respect to part-time employment although there is a study underway to review benefits for part-time civil servants.

\* Quebec: the Government has introduced two measures with respect to part-time employment: one pertaining to work-sharing in the private sector for youth integration in the labour market and one regarding equality of employment for women in the public service.

\* Yukon: this Territory has no policy as such regarding part-time employment.





APPENDIX II TO DISCUSSION PAPER

ON

PART-TIME EMPLOYMENT

EMPLOYMENT STANDARDS LEGISLATION

AND PART-TIME EMPLOYEES\*

\* Prepared by Labour-Canada for the Council

CEIAC  
26 February 1981





EMPLOYMENT STANDARDS LEGISLATION

AND PART-TIME EMPLOYEES

Legislative Analysis  
Central Analytical Services  
Labour Canada

July 1980



## Foreword

This document was prepared at the request of the Canadian Advisory Council on Employment and Immigration. It is a series of charts on significant provisions of employment standards legislation as they apply to part-time employees. It is also an update of an earlier paper prepared by the Legislation Branch of Labour Canada.

The legislation reviewed includes acts, regulations and other statutory instruments pertaining to labour standards under the federal, provincial and territorial jurisdictions. The information contained in the charts is of general application and does not take into consideration the numerous exclusions and exemptions other than those related to part-time work.



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## Alberta

Employment standards are established under the Alberta Labour Act (Part 3) and various Orders of the Board of Industrial Relations. Certain categories of workers who are not employed on a full-time basis are excluded from the application of some legislated standards, i.e., minimum wage and overtime pay provisions do not apply to certain casual, seasonal or temporary employees; the vacation with pay Order does not cover employees employed for less than 8 hours in a week, and an employer is not required to give advance notice of individual termination of employment to employees employed on a seasonal basis. The Labour Act also provides that the Board of Industrial Relations may permit the payment of a wage less than the minimum wage, and limit and define the number of part-time employees, apprentices or learners subject to this lesser rate. To this effect, students who are under 18 and work part-time outside their normal school hours are entitled to a minimum wage rate lower than the general rate.

Hours of Work and Overtime Pay	Annual Vacation	Paid Holidays
Maximum hours of work: 8 in a day 44 in a week	2 weeks after one year with regular pay.	8 paid holidays:
Overtime: after 8 in a day or 44 in a week 1½ times the regular rate	The vacation is to be taken in the following 12 months. Vacation pay must be paid at least one day before vacation begins or on termination of employment.	New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day.
The minimum wage (now \$3.50) and overtime pay provisions do not apply to employees hired to perform casual, seasonal or temporary work by others than employers engaged in any industry for work in such industry (Board Order No.1, 1980). Students under 18 employed part-time during their normal school hours are entitled to receive a lower minimum wage rate (\$3.00), but overtime is paid at 1½ times their regular rate of pay (Board Order No.2, 1980).	These provisions do not apply to an employee employed for 8 hours or less in a week. However, a full or part-time employee is deemed to have completed a year's employment when during such year he has worked for not less than 90% of his regular working days, and such employee is covered by vacations with pay provisions (Board Order No.31, 1973).	Pay for holidays worked: regular pay plus a) 1½ times regular rate, or b) another day off with pay.

Individual Termination of Employment	Group Termination of Employment	Maternity Leave
<p>An employer must give to an employee a written notice of at least 7 days if the period of employment is more than 3 months but less than 2 years, and 14 days if the period of employment is 2 years or more.</p> <p>The employer is not required to give a notice where an employee is employed on a seasonal basis (Board Order No.61, 1975).</p>	<p>There is no legislated requirement with regard to notice of group termination of employment.</p>	<p>An employee who has been employed by her employer for at least 12 months is entitled to 18 weeks leave without pay. Prenatal: 12 weeks, Postnatal: 6 weeks. If unable to return to work, she may take 3 weeks additional with medical certificate. An employer is prohibited from terminating or laying off an employee who has completed 12 months of service because she is pregnant or has taken leave. The employee must be reinstated in her previous position or a comparable position with the same wages (Board Order No.71, 1976).</p>

## British Columbia

British Columbia, employment standards are established by several acts and regulations including the Hours of Work Act and Regulation, the Minimum Wage Act and Regulation, the Annual and General Holidays Act and Regulation and the Maternity Protection Act. Certain casual employees and part-time instructors employed in educational institutions have been exempted by the Board of Industrial Relations from the provisions establishing the minimum wage, overtime pay and paid holidays.

Hours of Work and Overtime Pay	Annual Vacations	Paid Holidays
<p>Maximum hours of work: 8 in a day 44 in a week</p> <p>Overtime: after 8 in a day and 40 in a week 1½ times the regular rate</p> <p>after 11 in a day and 48 in a week 2½ times the regular rate excluding the hours worked in excess of (in a day).</p> <p>The minimum wage (now \$3.40) and overtime pay provisions do not apply to employees whose employment is of a casual nature, otherwise than for the purposes of the employer's trade or business (Regulation 23, 1972, under the Minimum Wage Act).</p> <p>Part-time instructors employed by Board of School Trustees or educational institutions have also been excluded from the provisions of the Minimum Wage Act by Regulation of the Board of Industrial Relations (Regulation 224/67 under the Minimum Wage Act).</p>	<p>2 weeks after every year 4% of annual earnings.</p> <p>Vacation is to commence not later than 10 months after the date of entitlement. Vacation pay must be paid in one payment at least 1 day before the beginning of the annual holiday.</p> <p>A person who has not completed 5 days of actual work in a calendar year is excluded from the applica- tion of the annual vacations provisions.</p>	<p>9 paid holidays:</p> <p>New Year's Day, Good Friday, Victoria Day, Dominion Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day.</p> <p>Pay for holidays worked: 1½ times regular rate plus another day off with pay (Annual and General Holidays Regulation, 1974).</p> <p>An employee whose employment is of a casual nature, otherwise than for the purposes of the employer's trade or business is not covered by these provisions. (Annual and General Holidays Act and Regulation 23, 1972).</p> <p>Part-time instructors employed by Board of School Trustees or educational institutions are also excluded. (Regulation 224/67).</p>

Individual Termination of Employment	Group Termination of Employment	Maternity Leave
There are no legislated requirements with regard to notice of individual termination of employment.	There are no legislated requirements with regard to notice of group termination of employment.	An employee is entitled to 12 weeks leave. Pre-natal: 6 weeks voluntary. Post-natal: 6 weeks compulsory and longer where recommended in the medical certificate. An employer is prohibited from dismissing an employee or giving notice of dismissal because of absence on maternity leave or for any reason arising out of that absence, until and unless the employee has been absent for a period of 16 weeks (Maternity Leave Act, 1966).



Manitoba

The Employment Standards Act and the Vacation with Pay Act are the major statutes regulating labour standards in that province. Certain categories of workers are excluded from the coverage of this legislation but no reference is made to part-time casual employees within these exclusions.

Hours of Work and Overtime Pay	Annual Vacations	Paid Holidays
Standard hours of work: 8 in a day 40 in a week	2 weeks after every year for the first 4 years 4% of annual earnings.	8 paid holidays:  New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day, Remembrance Day.
Overtime: after 8 in a day and 40 in a week times the regular rate.	3 weeks after 5 years 6% of annual earnings  The employee must receive his vacation within 10 months after the date on which he becomes entitled to it. Vacation pay must be paid not later than the day preceding the beginning of the vacation.	Pay for holidays worked:  regular pay plus 1½ times regular pay.  For Remembrance Day:  twice regular pay or  regular pay plus one day off with pay.
Individual Termination of Employment	Group Termination of Employment	Maternity Leave
The length of the notice of termination of employment must correspond to the pay period.	The length of the notice is according to the number of employees involved:  50-100 8 weeks 101-300 12 weeks over 300 16 weeks  Notice is given to the Minister of Labour with copies to any trade union certified to represent the employees, or recognized by the employer as the bargain- ing agent, and to	The employee is entitled to 17 weeks flexible leave or a longer period if the delivery occurs after the date mentioned in the medical certificate. Leave may not commence before 11 weeks preceding the expected date of delivery and must terminate 17 weeks after delivery. The employee must have completed 12 consecutive months of service and provide a

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Individual Termination  
of Employment

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Group Termination  
of Employment

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Maternity Leave

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individual employees not  
represented by a union.

medical certificate. The  
employee must be reinstated  
in her previous position  
or a comparable position.  
An employer is prohibited  
from dismissing or laying  
off an employee who has  
completed 12 months of  
service solely because she  
is pregnant or has applied  
for maternity leave.

New Brunswick

the legislated standards are established under the Minimum Employment Standards Act, the Minimum Wage Act and the Vacation Pay Act. Persons who are employed less than 24 hours in a week are not covered by the Vacation Pay Act. Also, an employee who works less than 90 days in a year or does not earn wages for a certain number of days immediately preceding a paid holiday, is not entitled to that paid holiday.

Hours of Work and Overtime Pay	Annual Vacations	Paid Holidays
Employees under 18: Maximum hours of work: 9 in a day 48 in a week  Time workers, salaried employees and piece workers: Maximum hours of work: 44 in a week  Overtime: after 44 in a week $\frac{1}{2}$ times the minimum rate	2 weeks for each vacation pay year during which the employee has completed at least 225 working days or shifts - 4% of earnings in vacation pay year  The employer must give this vacation not later than 4 months after the end of the vacation pay year (July 1 to June 30) and give the vacation pay at least one day before the vacation begins.  These provisions do not apply to a person who is employed 24 hours or less in a week (Vacation Pay Act).	6 paid holidays:  New Year's Day, Dominion Day, Labour Day, Christmas Day, Good Friday, New Brunswick Day.  Pay for holidays worked:  $1\frac{1}{2}$ times the regular rate plus regular rate where the employee is entitled to the holiday with pay.  The provisions do not apply to an employee who has been employed for less than 90 days during the previous 12 calendar months preceding the public holiday or has not earned wages for part or all of each day of at least 15 days during the 30 calendar days immediately preceding the holiday.

Individual Termination of Employment	Group Termination of Employment	Maternity Leave
There are no legislated requirements with regard to notice of individual termination of employment.	There are no legislated requirements with regard to notice of group termination of employment.	<p data-bbox="1049 431 1434 778">An employee is entitled to a leave of 12 weeks or longer to a maximum of 17 weeks. Pre-natal: up to 6 weeks. Post-natal: 6 weeks. An employer may not refuse to employ a person who is pregnant for reasons arising from her pregnancy only.</p> <p data-bbox="1049 809 1434 1028">The employer is prohibited from giving notice of dismissal for reasons arising from her absence until she has been absent for a maximum period of 17 weeks.</p>



Newfoundland

Under the Labour Standards Act, an employee whose period of employment is less than 20 hours in a week is excluded from the application of certain provisions pertaining to paid holidays. Also, the requirement for advance notice of group termination of employment does not apply to seasonal employees hired to supplement the regular work force in a fish plant.

Hours of Work and Overtime Pay	Annual Vacations	Paid Holidays
Standard hours of work: for shop employees: 8 in a day 40 in a week  for other employees: 44 in a week	2 weeks after every year 4% of annual earnings  Employer must permit the employee to take the vacation within 10 months after the end of the year, and must give the vacation pay at least 1 day before the vacation begins.	5 paid holidays;  New Year's Day, Good Friday, Memorial Day, Labour Day, Christmas Day.
Overtime: for shop employees: after 8 in a day and 40 in a week 1½ times the minimum rate  for other employees: after 44 in a week 1½ times the minimum rate (Labour Standards Regulations, 1980)		Pay for holidays worked:  twice the regular wage, or 1 day off with pay, or 1 day added to annual leave.  If a public holiday falls on a day that is normally a day off for the employee, the employer may not require the employee to work on the first working day that follows. This provision does not apply to an employee whose period of employment is less than 20 hours in the week in which the public holiday occurs.
Individual Termination of Employment	Group Termination of Employment	Maternity Leave
The employer must give the employee a notice of 1 week if the employee has been continuously employed for more than 1 month but less	A notice of intention to terminate the contract of service must be given to each employee. The length of the notice varies with	Employee is entitled to a minimum of 17 weeks leave. Pre-natal: 11 weeks plus the period between the estimated



Individual Termination of Employment	Group Termination of Employment	Maternity Leave						
than 2 years, and of 2 weeks if the employee was employed for more than 2 years.	<p>the number of employees involved:</p> <table><tr><td>50-199</td><td>8 weeks</td></tr><tr><td>201-499</td><td>12 weeks</td></tr><tr><td>over 500</td><td>16 weeks</td></tr></table> <p>The Minister of Labour and Manpower must be notified and informed of the reasons for giving the notices.</p> <p>These provisions do not apply in respect of employees whose contracts of service have subsisted for less than 1 month (Labour Standards Act). They do not apply either to a contract of service of a person employed for seasonal production work in a fish plant to supple- ment the regular work force in peak production period, or a person employed under an arrangement whereby that person may elect to work or not for a temporary period when requested to do so (Labour Standards Regulations, 1980).</p>	50-199	8 weeks	201-499	12 weeks	over 500	16 weeks	<p>and the actual date of birth. Post-natal: 6 weeks. The employer and the employee may agree to increase or reduce either or both of the periods. Upon termination of the leave, the terms of the contract of service must be resumed.</p> <p>The employee must have completed 12 months of service to benefit from the maternity leave provisions. An employer is prohibited from dismissing or giving a notice of dismissal to an employee because she is absent on maternity leave permitted by the Act.</p>
50-199	8 weeks							
201-499	12 weeks							
over 500	16 weeks							

Nova Scotia

Although several categories of workers are exempted by Regulation from the application of the Labour Standards Code, the Regulations make no reference to part-time or casual employees as being excluded. The same principle applies to the General Minimum Wage Order.

Hours of Work and Overtime Pay	Annual Vacation	Paid Holidays						
Maximum hours of work: 48 in a week	2 weeks after every year 4% of annual earnings	5 paid holidays:  New Year's Day, Good Friday, Dominion Day, Labour Day, Christmas Day						
Overtime: after 48 in a week $\frac{1}{2}$ times the minimum rate (General Minimum Wage Order)	The employer must give the vacation not later than 10 months after the 12 months period of entitlement and must pay the vacation pay at least 1 day before the vacation begins.  The employee must have worked for the employer at least 90% of the regular working hours during 12 continuous months.	Pay for holidays worked: $1\frac{1}{2}$ times the regular rate.  The employee must be entitled to receive wages for at least 15 days during the 30 calendar days preceding the holiday to benefit this holiday.						
Individual Termination of Employment	Group Termination of Employment	Maternity Leave						
The employer must give an employee a notice of 1 week if the employee was employed for more than 6 months and less than 2 years, of 2 weeks if employed from 2 to 5 years, of 4 weeks from 5 to 10 years, and of 8 weeks if employed 10 years or more.	The employer must give the employees a notice the length of which varies according to the number of employees involved: <table><tr><td>10-99</td><td>8 weeks</td></tr><tr><td>100-299</td><td>12 weeks</td></tr><tr><td>over 300</td><td>16 weeks</td></tr></table> This does not apply to a person who has been employed for less than 3 months.	10-99	8 weeks	100-299	12 weeks	over 300	16 weeks	An employee who has completed 1 year of service is entitled to a leave of 17 weeks, or to a date 6 weeks after delivery, or for any shorter period. Post-natal leave of 6 weeks is compulsory. Upon return to work, the employer must permit her to resume work with no loss of seniority or benefits accrued.
10-99	8 weeks							
100-299	12 weeks							
over 300	16 weeks							



## Ontario

The Employment Standards Act and the Regulations adopted under its authority provide legislated standards for employers and employees in Ontario. Certain classes of employees have been excluded from the application of this legislation such as seasonal employees working in hotels or tourist resorts and provided with room and board who are not covered by the provisions on paid holidays. In most cases however, the legislation does not exclude part-time employees.

Hours of Work and Overtime Pay	Annual Vacations	Paid Holidays
Maximum hours of work: 8 in a day 48 in a week	2 weeks after every year 4% of annual earnings	7 paid holidays:  New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day.
Overtime: after 44 in a week $\frac{1}{2}$ times the regular rate	The employee must be given his vacation not later than 10 months after the end of the 12 months period.	  Pay for holidays worked:  Regular rate plus $1\frac{1}{2}$ times the regular rate  These provisions do not apply to an employee who is employed for less than 3 months (Employment Standards Act), or to a seasonal employee in a hotel, motel, tourist resort, restaurant or tavern who is provided with room and board (Employment Standards Regulations).

Individual Termination of Employment	Group Termination of Employment	Maternity Leave
The employer must give an employee who has been employed for 3 months a notice of termination of 1 week if the employee has been employed from 2 to 5	The employer must give advance notice of group termination to employees who have completed 3 months of service, in the following manner:	An employee is entitled to a minimum of 17 weeks leave. The leave is not to end before the expiration of 6 weeks following the actual day of delivery.

Individual Termination of Employment	Group Termination of Employment	Maternity Leave
years, of 4 weeks if employed from 5 to 10 years, and of 8 weeks if the employee was employed 10 years or more.	50-199 8 weeks 200-499 12 weeks over 500 16 weeks  The Minister of Labour must be notified. The employer must cooperate with the Minister in any program to facilitate the re-establishment in employment of these employees.  These provisions do not apply to persons who have been employed for less than 3 months (Employment Standards Act, and Termination of Employment Regulation).	The employee must have completed 12 months and 11 weeks of service with the employer to be entitled to the leave. An employer may not terminate or lay off an employee who is entitled to pregnancy leave. Upon return to work, the employer must reinstate the employee in her position or provide her with alternative work without loss of seniority or benefits.



Prince Edward Island

Present employment standards legislation excludes persons employed 24 hours or less in a week from the application of the annual vacations with pay provisions. Also, no notice of individual termination of employment is required in tourist establishments operating less than 6 months in a year. The proposed Employment Standards Act which has received 1st reading on April 9, 1980, will provide 5 paid holidays if adopted as introduced. However, these provisions would not apply to part-time employees who work less than 24 hours in a week.

Hours of Work and Overtime Pay	Annual Vacations	Paid Holidays
Maximum hours of work: 48 in a week	2 weeks after every year 4% of annual earnings	At present, the Labour Act does not provide for paid holidays. Bill No.2, the Employment Standards Act which received 1st reading on April 9, 1980, does provide for 5 paid holidays. The provisions would not apply to a part-time employee who is employed for less than 24 hours in a week however.
Overtime: after 48 in a week 1½ times the minimum rate (Minimum Wage Order 1/80)	The employer must give the vacation not later than 10 months after the 12 month period ends, and give the vacation pay at least 1 day before the vacation begins.  These provisions do not apply to a person who is employed 24 hours or less in a week.	
Individual Termination of Employment	Group Termination of Employment	
The legislation requires the employer to give an employee a notice of at least 1 week of his discharge or layoff. The employee must have completed 3 months of service to benefit from this provision.  Tourist establishments operating less than 6 months in a year are excluded from these provisions.	There are no legislated requirements with regard to advance notice of group termination of employment in Prince Edward Island.	At present there are no legislated provisions with regard to maternity leave. The proposed Employment Standards Act (Bill No.2) does contain provision in this regard. If adopted, it will entitle employees who have been employed for 1 year with the same employer to a leave of 17 weeks. The Bill also intends to prohibit termination of employment of an employee

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Individual Termination  
of Employment

Group Termination  
of Employment

Maternity Leave

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who has completed 1 year  
of service, because of  
pregnancy, and would  
garantee no loss of  
seniority or benefits  
accrued during the leave.

Québec

num conditions of employment are established by the Act respecting labour standards several Ordinances adopted by the former Minimum Wage Commission (now replaced by Commission des normes du travail). Also, under the National Holiday Act, June 24 is recognized as a statutory public holiday. There are a number of exclusions from the legislation but part-time employees are covered.

Hours of Work and Overtime Pay	Annual Leave	Paid Holidays
Standard hours of work: 44 in a week	- 2 weeks after 1 year 4% of gross wages earned during the period of reference (May 1 - April 30)	3 paid holidays fixed by statute:  New Year's Day, National Holiday (June 24) Christmas Day
Time: after 44 in a week times the regular rate	- 3 weeks after 10 years 6% of gross wages earned during the period of reference (same as above)  The vacation must be taken within 12 months following the end of the reference year. The indemnity pertaining to the annual leave of an employee must be paid in a lump sum before the beginning of the leave.	4 other days to be fixed by regulation of the Government  - Pay for work done on New Year's Day and Christmas Day: regular rate plus . indemnity equal to the average of the daily wages for the 2 weeks preceding the holiday, or . another day off to be taken within 3 weeks before or after the holiday.  To benefit from these provisions the employee must be credited with 60 days of uninterrupted service.  - Work done on National Holiday: same as above except that the compensatory holiday must be taken on the working day preced- ing or following June 24.  The employee must be entitled to wages or to an indemnity for at least 10 days during the period of June 1 to June 23.

Individual Termination of Employment	Group Termination of Employment	Maternity Leave						
An employee who has completed 3 months of continuous service is entitled to a notice of 1 week if he has been employed for less than 1 year, of 2 weeks if employed from 1 to 5 years, of 4 weeks if employed from 5 to 10 years, and of 8 weeks if employed for more than 10 years.	<p>An employer who intends to dismiss several employees because of technological or economic reasons must give notice to the Minister of Labour and Manpower. The length of this notice varies with the number of employees involved:</p> <table><tr><td>10-99</td><td>2 months</td></tr><tr><td>100-299</td><td>3 months</td></tr><tr><td>300 and over</td><td>4 months</td></tr></table> <p>The employer must take part in a reclassification committee upon request of the Minister (Manpower Vocational Training and Qualification Act).</p>	10-99	2 months	100-299	3 months	300 and over	4 months	<p>An employee who has completed 20 weeks of service during the 12 months preceding the date of the notice of intention to take maternity leave is entitled to a leave not exceeding 18 weeks. This period may be extended in certain circumstances. At the end of the leave the employer must reinstate the employee in her former position with all the benefits accrued (Ordinance No.17 on Maternity Leave). An employer is prohibited from dismissing, suspending or transferring an employee because she is pregnant. A complaint may be made to the labour commissioner-general (Labour Standards Act).</p>
10-99	2 months							
100-299	3 months							
300 and over	4 months							



## Saskatchewan

The Labour Standards Act and the Regulations adopted under its authority provide the minimum employment standards in that province. There is no specific exclusion of part-time or casual employees under this legislation.

Hours of Work and Overtime Pay	Annual Vacations	Paid Holidays
Standard hours of work: 8 in a day 40 in a week	- 3 weeks after each year 3/52 of annual earnings	9 paid holidays: New Year's Day, Good Friday, Victoria Day, Dominion Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day.
Maximum hours of work: 44 in a week	- 4 weeks after 10 years 4/52 of annual earnings	
Overtime: after 8 in a day or 40 in a week 1 1/2 times the regular rate	The employer must permit the employee to take the vacation within 12 months after the date on which he becomes entitled to it, and give the vacation pay during a period of 14 days immediately preceding the commencement of the holiday.	Pay for holidays worked: regular rate plus 1 1/2 times the regular rate
Individual Termination of Employment	Group Termination of Employment	Maternity Leave
The employer must give a notice of termination of at least 1 week to an employee who has completed 3 months of service.	There are no legislated requirements with regard to notice of group termination of employment.	The employee is entitled to a leave not exceeding 18 weeks commencing at any time during the period of 12 weeks preceding the estimated date of birth. A further 6 weeks may be granted with a medical certificate. The employee must have completed 12 months of service. An employer may not dismiss, lay off, suspend or otherwise discriminate against an employee because she is pregnant, is temporarily disabled because of pregnancy or has applied for leave. The employee must be reinstated in her former position or a comparable position with no loss of wages and benefits accrued.





## Northwest Territories

The Labour Standards Ordinance and Regulations establish minimum employment standards in the Northwest Territories. This legislation contains no provisions requiring advance notice of individual or group termination of employment, and providing for maternity leave. However, part-time employees are not excluded from the coverage of the standards regarding hours of work, vacation with pay and statutory holidays.

Hours of Work and Overtime Pay	Annual Vacations	Paid Holidays
Standard hours of work: 8 in a day 44 in a week	- 2 weeks after each year 4% of annual earnings	8 paid holidays:  New Year's Day Good Friday, Dominion Day, 1st Monday in August Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day.
Maximum hours of work: 10 in a day 54 in a week	- 3 weeks after 6 years 6% of annual earnings	
Overtime: after 8 in a day and 44 in a week 1½ times the regular rate	The vacation must begin not later than 10 months after the completion of the year of employment, and vacation pay is to be paid at least 1 day before vacation begins.	Pay for holidays worked:  regular rate plus 1½ times the regular rate or another day off with pay to be taken not later than the next annual holiday.
Mining operations in remote areas, transportation of goods to and from these areas, and tourist camps:		
Standard hours: 176 in a period of 4 consecutive weeks		These provisions do not apply to an employee who has not worked 30 days during the preceding 12 months.
Maximum hours: 216 in a period of 4 consecutive weeks		
Individual Termination of Employment	Group Termination of Employment	Maternity Leave
No legislated requirements.	No legislated requirements.	No legislated requirements.



## Yukon Territory

The situation of the Yukon is similar to the Northwest Territories with regard to certain employment standards in that the Labour Standards Ordinance and Regulations are silent on matters relating to notice of termination of employment and maternity leave. With respect to part-time employees, the Ordinance imposes certain conditions in order for an employee to receive pay for a holiday on which he is not required to work.

Hours of Work and Overtime Pay	Annual Vacations	Paid Holidays
Standard hours of work: 8 in a day 40 in a week	2 weeks after each year 4% of annual earnings	9 paid holidays:
Maximum hours of work: 10 in a day 60 in a week 260 in a month	The vacation is to begin not later than 10 months following completion of the year of employment and vacation pay is to be paid at least 1 day before the vacation begins.	New Year's Day, Good Friday, Victoria Day, Dominion Day, Discovery Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day.
Overtime: after 8 in a day and 40 in a week 1½ times the regular rate	The employee must have completed 30 days of employment to receive vacation pay.	Pay for holidays worked: regular rate plus 1½ times the regular rate
		An employee who does not work an average of 24 hours per week during the four- week period preceding the week in which the holiday falls is not entitled to be paid for a holiday on which he does not work.
Individual Termination of Employment	Group Termination of Employment	Maternity Leave
No legislated requirements.	No legislated requirements.	No legislated requirements.





## Federal

Canada Labour Code, Part III and the Regulations adopted under its authority provide minimum employment standards for employers and employees, including part-time employees, involved in federal works, undertakings and businesses. This legislation applies uniformly to full-time and part-time employees.

Hours of Work and Overtime Pay	Annual Vacation	Paid Holidays
Standard hours of work: 8 in a day 40 in a week	- 2 weeks after one year 4% of annual earnings	9 paid holidays:
Maximum hours of work: 48 in a week	- 3 weeks after 6 years 6% of annual earnings	New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.
Overtime: after 8 in a day and 40 in a week times the regular rate	The vacation is to begin not later than 10 months after completion of the year of employment. The employer must give the employee his vacation pay within 14 days preceding the beginning of the vacation or at some other time if it is more practicable or in accordance with an established practice.	Pay for holidays worked: regular rate plus $1\frac{1}{2}$ times the regular rate.

Individual Termination of Employment	Group Termination of Employment	Maternity Leave
The employer must give every employee at least 2 weeks notice of termination or 2 weeks pay at his regular rate. These provisions do not apply to persons who have been employed for less than 3 months.	The length of the notice is according to the number of employees who have been laid off:  50-100 8 weeks 101-300 12 weeks over 300 16 weeks  Notice is given to the Minister of Labour with copies of CEIC, to the trade union certified as bargaining agent to represent the employees, and to the employees who are not represented by a union.	The 17 weeks flexible leave is to commence no earlier than 11 weeks before the expected date of delivery. The employee must have completed 1 year of continuous service to benefit from these provisions. The employer is prohibited from dismissing or laying off an employee solely because she is pregnant or has applied for leave. The employee must be reinstated in her previous position or a comparable position with the same wages upon her return from the leave of absence.



## List of Legislation

### Federal

Canada Labour Code, Part III, R.S.C. 1970, c. L-1  
as amended

Canada Labour Standards Regulations, C.R.C. 1978, c. 986  
as amended

### Alberta

Alberta Labour Act, 1973, S.A. 1973, c. 33 as amended

Board of Industrial Relations Orders:

Order No. 1 (1980) - Minimum Wages, A. Reg. 57/80

Order No. 2 (1980) - Minimum Wages for Students Employed  
Part-Time, A. Reg. 58/80

Order No. 31 (1973) - Vacations with Pay, A. Reg. 263/73

Order No. 61 (1975) - Notice of Termination of Employment,  
A. Reg. 53/76

Order No. 11 (1973) - Hours of Work, A. Reg. 260/73

Order No. 21 (1972) - General Holidays, A. Reg. 380/72

Order No. 71 (1976) - Maternity Leave, A. Reg. 305/76

### British Columbia

Hours of Work Act, R.S.B.C. 1960, c. 182 as amended

Minimum Wage Act, R.S.B.C. 1960, c. 230 as amended

Minimum Wage Order No. 1 (1975) B.C. Reg. 724/75

Minimum Wage Order No. 3 (1976) - overtime  
B.C. Reg. 418/76

Regulation 23 (1972) B.C. Reg. 281/72

Annual and General Holidays Act, R.S.B.C. 1960, c. 11 as amended

Annual and General Holidays Regulations, B.C. Reg. 381/74

Maternity Protection Act, 1966 S.B.C. 1966, c. 25

### Manitoba

Employment Standards Act, R.S.M. 1970, c. E110 as amended

Regulations Respecting Minimum Wages and Working Conditions,  
Reg. E110-R1

Vacations with Pay Act, R.S.M. 1970, c. V20 as amended

### New Brunswick

Minimum Employment Standards Act, R.S.N.B. 1973, c. M-12 as amended

Minimum Wage Act, R.S.N.B. 1973, c. M-13 as amended

Minimum Wage Order, effective July 1, 1980

Vacation Pay Act, R.S.N.B. 1973, c. V-1 as amended

#### Newfoundland

Labour Standards Act, S.N. 1977, c. 52  
Labour Standards Regulations, 1980 N. Reg. 97/88

#### Nova Scotia

Labour Standards Code, S.N.S. 1972, c. 10 as amended  
Labour Standards Regulations, O.C. No. 76-1203  
Minimum Wage Order, N.S. Reg. 84/77

#### Ontario

Employment Standards Act, S.O. 1974, c. 112 as amended  
General Regulation, O. Reg. 803/75 as amended  
Termination of Employment Regulation, R.R.O. 1970,  
Reg. 251 as amended

#### Prince Edward Island

Labour Act, R.S.P.E.I. 1974, c. L-1 as amended  
Minimum Wage Order 1/80, No. E.C. 53/80

#### Quebec

An Act Respecting Labour Standards, S.Q. 1979, c. 45 as amended  
Ordinance No. 17 - Maternity Leave, O.C. 3500-78 as amended  
Manpower Vocational Training and Qualification Act, S.Q. 1969, c. 51  
as amended  
National Holiday Act, S.Q. 1978, c.5 as amended

#### Saskatchewan

Labour Standards Act, R.S.S. 1978, c. L-1 as amended  
Labour Standards Regulation, S. Reg. 317/77 as amended

#### Northwest Territories

Labour Standards Ordinance, R.O.N.W.T., 1974, c. L-1 as amended  
Annual Vacations Regulations, Order No. 274-68

#### Yukon Territory

Labour Standards Ordinance, R.O.Y.T. 1971, c. L1 as amended







APPENDIX III TO DISCUSSION PAPER

ON

PART-TIME EMPLOYMENT

CONSULTATION

CEIAC  
26 February 1981



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SECTION A: PROCESS FOR ANALYSIS



Before providing advice to the Minister, the Council decided to solicit information on the subject of part-time employment from five groups of organizations:

- I. Special and Advocacy groups
- II. Public employer groups
- III. Private employer groups
- IV. Central congresses and Unions
- V. Governments.

A committee - the Resource Group on Part-time Employment - was struck in June 1980 (CF Minute 80-4-6) to help Council staff design the survey and survey instruments, analyze the data gathered and draft a discussion paper.

The Resource Group on Part-time Employment consisted of the following members:

<u>COUNCIL</u> <u>MEMBERS:</u>	Mrs. Lynn Daigneault
	Mrs. Mary Eady
	Mr. Albert Hearn (Chairman)
	Mr. Bernard Panet-Raymond
	Mr. Les Visosky

<u>COUNCIL</u> <u>STAFF:</u>	Claude Major, Executive Director
	Daniel Chemla, Senior Policy Analyst

A circular letter and five checklists - one for each of the five groups of organizations to be contacted - were developed. They are provided in Section B of this paper. A total of 139 organizations were invited to communicate their views to Council. They are listed in Section C of this paper.

As shown in the summary table appearing next page the 139 organizations invited to participate in the process comprised 9 special and advocacy groups, 27 public employer organizations, 43 private employer organizations, 35 worker organizations - including 3 central labour congresses - and 25 government departments and ministries.

TYPE OF ORGANIZATIONS	NUMBER CONTACTED
SPECIAL AND ADVOCACY	9
PUBLIC EMPLOYER	27
PRIVATE EMPLOYER	43
WORKER	35
GOVERNMENT	25
TOTAL ALL TYPES	139

Organizations from which briefs were received are listed in Section D. In total, 34 briefs were received including an unsolicited brief from two individuals with a very keen interest in the subject. The table below provides the breakdown of all briefs received.

TYPE OF ORGANIZATION	BRIEFS RECEIVED
SPECIAL AND ADVOCACY	3
PUBLIC EMPLOYER	5
PRIVATE EMPLOYER	10
WORKER	7
GOVERNMENT	8
INDIVIDUALS	1
TOTAL	34



In addition, the Resource Group on Part-time Employment held private meetings in Toronto, Ottawa-Hull, Vancouver, and Edmonton with a cross-section of organizations which had submitted briefs on the subject. Hereunder is the list of organizations with which meetings were held:

I.	<u>TORONTO</u>	9 DECEMBER 1980
1.	Canadian Food Processors Association	
2.	Canadian Manufacturers Association	
3.	Ontario Manpower Commission	
4.	Retail Council of Canada	
5.	Wendy Weeks and Peter Steckenreiter	
II.	<u>OTTAWA</u>	10 DECEMBER 1980
6.	Canada Advisory Council on the Status of Women	
7.	Canadian Council on Social Development	
III.	<u>VANCOUVER</u>	12 JANUARY 1981
8.	Employers Council of British Columbia	
9.	Registered Nurses Association of British Columbia	
IV.	<u>EDMONTON</u>	13 JANUARY 1981
10.	Ministry of Advanced education and Manpower of Alberta.	
V.	<u>OTTAWA-HULL</u>	11 FEBRUARY 1981
11.	Canadian Labour Congress	

SECTION B: CIRCULAR LETTER AND CHECKLISTS



19 July 1980

The Canada Employment and Immigration Advisory Council (CEIAC), which was established by an Act of Parliament to advise the Minister of Employment and Immigration on all matters falling under his mandate, has undertaken to consider whether or not part-time employment should be encouraged in Canada.

Indeed, over the past years, there has been a significant growth in part-time employment in the Canadian economy, as a result of both an increased demand for this type of employment on the part of employers and increasing numbers of people who want to work less than full-time for various reasons. The issues is whether the continued development of part-time employment is socially and economically acceptable and if so, under what conditions.

For the purpose of the project, we have adopted the following definition of part-time employment:

"Work schedule other than regular full-time, year-round employment offered by an employer and accepted by an employee".

The definition would not include regular full-time, year-round employees whose work schedules are reduced because of unfavourable economic or business circumstances or climatic conditions.

Before advising the Honourable Lloyd Axworthy, the CEIAC is seeking input on the subject from interested parties. In particular, the CEIAC is seeking the views of unions, employer organizations, public employers, special advocacy groups and appropriate provincial and territorial departments on the potential for expansion of the part-time labour market, on the impediments there-to and on remedial actions which can usefully be taken.

We would be grateful if your organization would assist us in this project by providing its views on the subject. In order to ensure a minimum core of comparable information, we have appended to this letter a checklist of items which the Council would like your submission to cover. Additional information or details may of course be included.

To allow time for analysis we would appreciate receiving your submission on or before 12 September 1980.

Would you please let us know formally on or before 28 July 1980 whether your organization would be willing to make a submission to the CEIAC on the subject of part-time employment.

Should you require further information, please do not hesitate to communicate with David Ward, the Secretary to the Council (tel: 1-819-994-2417).

Yours sincerely,

ORIGINAL SIGNED BY  
I. C. POLLACK

I.C. Pollack,  
Chairman

Place du Portage  
Phase II, 3rd floor  
Hull, Quebec  
K1A 0J9

Enclosures



CHECKLIST FOR EMPLOYER ORGANIZATIONS

The CEIAC is seeking quantitative and qualitative information from you under six specific headings:

I        CURRENT DIMENSIONS AND RELATIVE MAGNITUDE OF  
PART-TIME EMPLOYMENT IN YOUR SECTOR

Under this heading, we would like to obtain information which would enable us to determine whether part-time employment constitutes a major factor in your sector. In particular, we would like to know the number of full-time and part-time employees, as defined in the definition provided and to differentiate part-time from full-time employees in terms of compensation, pattern and duration of employment, conditions of work and access to contractual and statutory benefits.

II       OBSTACLES TO EXPANSION OF PART-TIME EMPLOYMENT IN  
YOUR SECTOR

Under this heading, we would like to obtain information which would enable us to determine specific obstacles to the expansion of part-time employment in your sector. Such obstacles may pertain to specific production requirements, economic and social conditions, statutory and contractual requirements prevailing in your sector.

III     ACTIONS RECOMMENDED OR REQUIRED TO FOSTER OR LIMIT  
PART-TIME EMPLOYMENT DEVELOPMENT IN YOUR SECTOR

Under this heading, we would like to obtain information which would enable us to identify specific measures which might usefully be taken in order to foster or limit part-time employment development in your sector.

IV      POTENTIAL FOR EXPANSION OF PART-TIME EMPLOYMENT  
         IN YOUR SECTOR

Under this heading, we would like to obtain information which would help us determine the eventual scope for expanding part-time employment in your sector.

V        DESIRABILITY OF ENCOURAGING OR LIMITING PART-TIME  
         EMPLOYMENT IN YOUR SECTOR

Under this heading, we would like to learn whether you would consider the expansion or limitation of part-time employment as desirable in your sector.

VI      STATISTICAL DATA BASE

Under this last heading, we would like to have the benefit of the statistical data base on which your submission is based. Of course, companies need not be identified. But it may be extremely useful for your brief to identify trade or size groupings.

CHECKLIST FOR PROVINCIAL AND TERRITORIAL MINISTRIES

The CEIAC is seeking from you quantitative and qualitative information under six specific headings:

I        CURRENT AND HISTORICAL DIMENSIONS AND RELATIVE  
         MAGNITUDE OF PART-TIME EMPLOYMENT IN YOUR PROVINCE

Under this heading, we would like to obtain information which would enable us to determine the relative importance of part-time employment in your province. In particular, we would like to know the number of full-time and part-time employees, as defined in the definition provided, as of the latest year end, and to differentiate part-time from full-time employees in your province, in terms of socio-economic characteristics (sex, age, occupation, dependants, whatever is available) compensation, pattern and duration of employment, conditions of work and access to contractual and statutory benefits.

II       OBSTACLES TO EXPANSION OF PART-TIME EMPLOYMENT  
         IN YOUR PROVINCE

Under this heading, we would like to obtain information which would enable us to identify specific obstacles to the expansion of part-time employment in your province. Such obstacles may pertain to economic and social conditions and to statutory and contractual provisions prevailing in your province.

III     POLICIES TAKEN IN YOUR PROVINCE WITH RESPECT TO  
         PART-TIME EMPLOYMENT

Under this heading, we would like to obtain information on policies which your province may have with respect to part-time employment.

IV MEASURES PLANNED IN YOUR PROVINCE WITH RESPECT  
TO PART-TIME EMPLOYMENT

Under this heading, we would like to obtain information on studies which may have been conducted and measures which may be planned in your province with respect to part-time employment.

V DESIRABILITY OF ENCOURAGING OR LIMITING PART-  
TIME EMPLOYMENT

Under this heading, we would like to learn whether you would consider the expansion or limitation of part-time employment as desirable in your province.

VI STATISTICAL DATA BASE

Under this last heading, we would like to have the benefit of the statistical data base on which your submission is based. It would be extremely useful for your brief to identify trade, sex and age groupings.

CHECKLIST FOR PUBLIC EMPLOYERS

The CEIAC is seeking quantitative and qualitative information from you under six specific headings:

I      CURRENT AND HISTORICAL DIMENSIONS AND RELATIVE  
MAGNITUDE OF PART-TIME EMPLOYMENT IN YOUR SECTOR

Under this heading, we would like to obtain information which would enable us to determine whether part-time employment constitutes a major factor in your sector. In particular, we would like to know the number of full-time and part-time employees, as defined in the definition provided, as of the latest year end, and to differentiate part-time from full-time employees in terms of socio-economic characteristics (sex, age, occupation, dependants, whatever is available), compensation, pattern and duration of employment, conditions of work and access to contractual and statutory benefits.

II     OBSTACLES TO EXPANSION OF PART-TIME EMPLOYMENT IN  
YOUR SECTOR

Under this heading, we would like to obtain information which would enable us to determine specific obstacles to the expansion of part-time employment in your sector. Such obstacles may pertain to specific production requirements, economic and social conditions, statutory and contractual requirements prevailing in your sector.



III     ACTIONS RECOMMENDED OR REQUIRED TO FOSTER OR LIMIT  
PART-TIME EMPLOYMENT DEVELOPMENT IN YOUR SECTOR

Under this heading, we would like to obtain information which would enable us to identify specific measures which might usefully be taken in order to foster or limit part-time employment development in your sector.

IV      POTENTIAL FOR EXPANSION OF PART-TIME EMPLOYMENT  
IN YOUR SECTOR

Under this heading, we would like to obtain information which would help us determine the eventual scope for expanding part-time employment in your sector.

V       DESIRABILITY OF ENCOURAGING OR LIMITING PART-TIME  
EMPLOYMENT IN YOUR SECTOR

Under this heading, we would like to learn whether you would consider the expansion or limitation of part-time employment as desirable in your sector.

VI      STATISTICAL DATA BASE

Under this last heading, we would like to have the benefit of the statistical data base on which your submission is based. It would be extremely useful for your brief to identify trade, sex and age groupings.

CHECKLIST FOR SPECIAL AND ADVOCACY GROUPS

The CEIAC is seeking your views under six specific headings:

I      CURRENT AND HISTORICAL DIMENSIONS AND RELATIVE  
MAGNITUDE OF PART-TIME EMPLOYMENT

Under this heading, we would like to obtain information which would enable us to determine whether part-time employment constitutes a major factor among the people in your constituency.

II      OBSTACLES TO EXPANSION OF PART-TIME EMPLOYMENT

Under this heading, we would like to obtain information which would enable us to identify specific obstacles to the expansion of part-time employment. Such obstacles may pertain to economic and social conditions (e.g. availability of part-time employment opportunities at various levels, child care, pension arrangements, etc.)

III     NEED FOR PART-TIME EMPLOYMENT EXPANSION OR  
RESTRICTION

Under this heading, we would like to obtain information which would help us determine whether or not there is indeed a need for part-time employment expansion or restriction and if so, the extent of such a need.

IV      ACTIONS RECOMMENDED OR REQUIRED TO FOSTER OR  
RESTRICT PART-TIME EMPLOYMENT EXPANSION

Under this heading, we would like to obtain

information which would enable us to identify specific measures which might usefully be taken in order to foster or limit part-time employment expansion.

V        DESIRABILITY OF ENCOURAGING OR LIMITING THE  
EXPANSION OF PART-TIME EMPLOYMENT

Under this heading, we would like to learn whether you would consider the expansion or limitation of part-time employment as desirable.

VI       STATISTICAL DATA BASE

Finally, under the last heading, we would like to have the benefit of the statistical data base on which your submission is based. In particular, it may be extremely useful for your brief to identify trade, sex, age or regional groupings.

CHECKLIST FOR UNIONS AND ASSOCIATIONS

The CEIAC is seeking quantitative and qualitative information from you under five specific headings:

I        CURRENT AND HISTORICAL DIMENSIONS AND RELATIVE  
MAGNITUDE OF PART-TIME EMPLOYMENT IN YOUR  
MEMBERSHIP

Under this heading, we would like to obtain information which would enable us to determine whether part-time employees are covered under your collective agreements and what percentage of your membership they would comprise.

II        NEED FOR PART-TIME EMPLOYMENT EXPANSION OR  
RESTRICTION

Under this heading, we would like to obtain information which would enable us to determine whether or not demand is coming from the employers and/or your membership for part-time employment expansion or restriction and if so, its extent.

III       SAFEGUARDS RECOMMENDED OR REQUIRED FOR PART-TIME  
EMPLOYEES

Under this heading, we would like to obtain information which would help us determine specific safeguards needed for part-time employees in your membership in terms of statutory and contractual provisions. In addition, we would appreciate knowing your policy on part-time employment.

IV      DESIRABILITY OF ENCOURAGING OR LIMITING PART-TIME  
EMPLOYMENT

Under this heading, we would like to learn whether you would consider the expansion or limitation of part-time employment opportunities as desirable and if so, under what conditions.

V        STATISTICAL DATA BASE

Under this last heading, we would like to have the benefit of the statistical data base on which your submission is based. Of course, individual entities need not be identified. But it may be extremely useful for your brief to identify trade, sex, age or regional groupings.



SECTION C: ORGANIZATIONS CONTACTED



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1. EMPLOYERS

1. Air Industries Association of Canada
2. Alliance of Canadian Travel Association
3. Association of Canadian Financial Corporations
4. Association of Universities and Colleges of Canada
5. Business Council on National Issues
6. Canadian Association of Management Consultants
7. Canadian Bankers Association
8. Canadian Business Equipment Manufacturers Association Inc.
9. Canadian Chamber of Commerce
10. Canadian Chemical Producers' Association
11. Canadian Construction Association
12. Canadian Federation of Agriculture
13. Canadian Federation of Independent Business
14. Canadian Food Processors' Association
15. Canadian Forestry Association
16. Canadian Hardware and Housewares Manufacturers Association
17. Canadian Manufacturers of Chemical Specialties Association
18. Canadian Life Insurance Association
19. Canadian Manufacturers' Association
20. Canadian Petroleum Association
21. Canadian Pulp and Paper Association
22. Canadian Real Estate Association
23. Canadian Restaurant & Food Services Association
24. Canadian Shipbuilding & Ship Repairing Association
25. Canadian Textiles Institute
26. Canadian Toy Manufacturers' Association
27. Canadian Trucking Association
28. Canadian Truck Trailer Manufacturers' Association
29. Conseil du Patronat du Québec
30. Electrical and Electronic Manufacturers' Association of Canada
31. Employers' Council of B.C.
32. Fisheries Council of Canada
33. Insurance Institute of Canada



34. Machinery and Equipment Manufacturers' Association
35. Mining Association of Canada
36. National Dairy Council of Canada
37. Ontario Furniture Manufacturers Association
38. Pharmaceutical Manufacturers Association of Canada
39. Quebec Furniture Manufacturers Association Inc.
40. Railway Association of Canada
41. Retail Council of Canada
42. Shoe Manufacturers Association of Canada
43. Trust Companies Association of Canada

## 2. PROVINCIAL MINISTRIES

### Alberta:

1. Advanced Education
2. Education
3. Labour

### British Columbia:

4. Education
5. Labour

### Manitoba:

6. Education
7. Labour and Manpower

### New Brunswick:

8. Education
9. Labour and Manpower

### Newfoundland:

10. Education
11. Labour and Manpower

Northwest Territories:

- 12. Department of Education
- 13. Department of Economic Development  
and Tourism

Nova Scotia:

- 14. Education
- 15. Labour

Ontario:

- 16. Education
- 17. Labour

Prince Edward Island:

- 18. Education
- 19. Labour

Quebec:

- 20. Education
- 21. Travail et Main-d'oeuvre

Saskatchewan:

- 22. Education and Continuing Education
- 23. Labour

Yukon:

- 24. Education and Manpower
- 25. Government of Yukon

3. PUBLIC EMPLOYERS

Government

Canada:

- 1. Treasury Board

Alberta:

2. Provincial Treasurer

British Columbia:

3. Treasury Board

Manitoba:

4. Treasury Division

New Brunswick:

5. Department of Treasury Board

Newfoundland:

6. Treasury Board Secretariat

Northwest Territories:

7. Department of Finance

Nova Scotia:

8. Department of Finance

Ontario:

9. Civil Service Commission
10. Treasury and Economics

Prince Edward Island:

11. Treasury Board

Quebec:

12. Conseil du Trésor

Saskatchewan:

13. Department of Finance

Yukon Territories:

14. Department of Finance

Non-Government

Canada:

- 15. Canadian Hospital Association
- 16. Catholic School Trustees Association

Alberta:

- 17. Hospital Association

British Columbia:

- 18. Health Association

Manitoba:

- 19. Health Organizations Inc.

New Brunswick:

- 20. Hospital Association

Newfoundland:

- 21. Hospital Association

Northwest Territories:

- 22. Hospital Association

Nova Scotia:

- 23. Association of Health Organizations

Ontario:

- 24. Hospital Association

Prince Edward Island:

- 25. Hospital Association

Quebec:

- 26. Association des Hôpitaux

Saskatchewan:

- 27. Health Care Association

4. SPECIAL AND ADVOCACY GROUPS

1. Canadian Advisory Council on  
the Status of Women
2. Canadian Association for Adult  
Education
3. Canadian Council on Social  
Development
4. Fédération des femmes canadiennes  
françaises
5. National Action Committee on the  
Status of Women
6. National Anti-Poverty Organization
7. National Council of Women of Canada
8. Pensioners Concerned (Canada) Ltd.
9. Vanier Institute of the Family

5. UNIONS

Central Labour Congresses

1. Canadian Labour Congress
2. Centrale des Syndicats démocratiques
3. Confédération des Syndicats nationaux

Canadian & Provincial Unions

4. Canadian Paperworkers Union
5. Canadian Teachers' Federation
6. Canadian Union of Public Employees
7. Centrale de l'Enseignement du Québec
8. Fédération des Affaires sociales Inc.
9. Federation of Quebec Professional  
Unions of Nurses
10. Hospital Employees Union
11. Int'l Association of Machinists  
and Aerospace Workers
12. Int'l Brotherhood of Electrical  
Workers
13. Int'l Brotherhood of Teamsters,  
Chauffeurs, Warehousemen and  
Helpers of America



14. Int'l Woodworkers of America
15. Laborers International Union of  
North America
16. National Union of Provincial  
Government Employees
17. Nova Scotia Nurses Association
18. Public Service Alliance of Canada
19. Registered Nurses Association  
of British Columbia
20. Service Employees Int'l Union
21. United Automobile, Aerospace and  
Agricultural Implement
22. United Brotherhood of Carpenters  
and Joiners of America
23. United Food and Commercial Workers
24. United Steelworkers of America

Building and Construction Trades Unions

Canada:

25. Building and Construction Trades Dept.

Alberta:

26. Northern Alberta & District of  
Mackenzie Building and Construction  
Trades Council
27. South Alberta Building & Construction  
Trades Council

British Columbia:

28. British Columbia Building & Construction  
Trades Council (Prince George)
29. British Columbia Building & Construction  
Trades Council (Vancouver Island)
30. British Columbia & Yukon Territories  
Building and Construction Trades  
Council (Burnaby)

New Brunswick:

31. New Brunswick Building and Construction  
Trades Council

Newfoundland:

32. Newfoundland Building & Construction  
Trades Council

Nova Scotia:

33. Nova Scotia Building and Construction  
Trades Council

Ontario:

34. Ontario Building and Construction Trades  
Council

Quebec:

35. Quebec Building and Construction Trades  
Council

SECTION D: ORGANIZATIONS FROM WHICH BRIEFS  
WERE RECEIVED



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1. EMPLOYERS

1. Canadian Bankers Association
2. Canadian Food Processors Association
3. Canadian Manufacturers' Association
4. Canadian Restaurant and Food Services  
Association
5. Employers' Council of B. C.
6. Fisheries Council of Canada
7. Life Insurance Institute of Canada
8. Railway Association of Canada
9. Retail Council of Canada
10. Saskatchewan Federation of Agriculture

2. PROVINCIAL MINISTRIES

11. Alberta - Ministry of Advanced Education  
and Manpower
12. Alberta - Ministry of Education
13. Manitoba - Ministry of Labour and Manpower
14. New-Brunswick - Ministry of Labour and  
Manpower
15. Ontario - Ministry of Labour
16. Prince Edward Island - Department of Labour
17. Québec - Ministère du Travail et de la  
Main-d'oeuvre
18. Yukon - Government of Yukon (Administration)

3. PUBLIC EMPLOYERS

19. Canada - Treasury Board
20. British Columbia - Treasury Board
21. British Columbia - Health Association
22. New Brunswick - N.B. Hospital Association
23. Prince Edward Island - Treasury Board

4. SPECIAL AND ADVOCACY GROUPS

- 24. Canadian Advisory Council on the  
Status of Women
- 25. Canadian Council on Social Development
- 26. National Council of Women of Canada

5. UNIONS

- 27. Alberta and NWT Building and Construction  
Trades Council
- 28. Canadian Labour Congress
- 29. Canadian Teachers' Federation
- 30. Nova Scotia Nurses Association
- 31. Ontario Building and Construction  
Trades Association (Don Mills)
- 32. Registered Nurses Association of B. C.
- 33. United Food and Commercial Workers

6. INDIVIDUALS

- 34. McMaster University - Hamilton  
Wendy Weeks and Peter Steckenreiter











